



Wisconsin Emergency Management

# Egrants System User Guide

## **What is in this guide?**

This guide describes technical steps describing how to apply for and manage a grant in Egrants. This will include the following information:

- 1.) Egrants Login Registration Process.
- 2.) Logging into Egrants.
- 3.) Filling out an Application.
- 4.) Reporting.
- 5.) Requesting modifications to your grant.
- 6.) Steps to close out your grant.

## **Where can I get more Egrants help?**

Egrants Assistance: Non-Holiday Weekdays, 7:30 a.m.–4:00 p.m.

E-mail: [WEMEgrants@wisconsin.gov](mailto:WEMEgrants@wisconsin.gov)

Telephone: (608) 242-3236

Program and Financial Contact names are listed in the Grant Announcement document associated with the specific funding opportunity for non-technical questions.

## **1.) Egrants Login Registration Process**

### **Step 1: Register for a Wisconsin Login ID (if you already have a Login ID go to step 3)**

- Go to <https://egrants.emergencymanagement.wi.gov/egmis/login.aspx>
- Click on Homeland Security Grants on the menu bar on the left side of the page
- Click on the “Register Here” button.
- Click on “Self Registration”.
- Click “Accept” after reading the User Acceptance Agreement.
- Complete Profile Information.
- Click on “WEM Egrants” as the system you are requesting access to.
- Complete the Login ID and Password fields. (*choose your own*)
- Enter Verification requested information.
- Click “Submit”.

### **Step 2: Register for the WEM Egrants System**

- Soon after registering for your Wisconsin Login ID, you will receive an e-mail message from WEM Egrants containing a link. (*The message will be from [postmaster@doa.state.wi.us](mailto:postmaster@doa.state.wi.us)*)
- Click on the *Egrants* link contained in the e-mail message.
- Your Wisconsin Profile Information will be pre-filled.
- Enter Signing Official Name. (Examples: for a City it is the Mayor, for a County it is the County Board Chair)
- Enter Applicant Agency Name. (Example: City of Badger Police Department)
- Select the User Roles<sup>1</sup> that you would like yourself to be assigned (clicking on the role title will give you the definition)
- Click “Submit”.

### **Step 3: Log in to the WEM Egrants System**

- After submitting your Request for Access to *Egrants* you will receive a confirmation e-mail message from WEM to confirm your account is activated. *It should not take long for you to receive this e-mail message; however, it may take up to a few days, so make sure to register early!*
- Go to <https://egrants.emergencymanagement.wi.gov/egmis/login.aspx>
- Enter your Login ID and Password
- Click on “Login”.

<sup>1</sup> Security within the Egrants system is based on “roles”. A role-based system provides considerable flexibility for applicant agency users, while at the same time protects confidential information. There are six security roles to choose from. All individuals that use Egrants must have at least one role assigned, and may have any combination (including all) of these roles. Roles may be assigned by a project-by-project basis, or they may be assigned to a user for all the agency’s projects. There is a minimum of three roles that need to be assigned in each agency: Program Creator, Financial Creator, and Submission. These roles may be filled by a single person or by several people within the agency.

## 2.) Logging into Egrants.

- a.) Go to the Egrants Login page <https://egrants.emergencymanagement.wi.gov/egmis/login.aspx>
- b.) Enter your Login ID and Password and click the “Login” button.

The screenshot shows the login page for the Wisconsin Department of Military Affairs Division of Emergency Management Egrants system. The page has a blue header with the department's name and logo. A left sidebar contains a navigation menu with options like Current Situation, Mitigation, Preparedness, Response, Recovery, Resources, Exercise-Training, EPCRA, Homeland Security Grants, Log in to Egrants, Overview, Available Grants, Accomplishments, Initiatives and Investments, Forms, About Us, Newsroom, Contact Us, and Home. The main content area is titled 'Egrants' and features a 'Sign In' section with input fields for 'Login ID' and 'Password', a 'Login' button, and a 'Forgot Password?' link. Below the login fields are links for 'New Egrants user?' (Register Here) and 'Looking for available grants?' (Grants). On the right, a 'Welcome to WEM Egrants' message explains the system's purpose and provides contact information, including an email address (WEMEgrants@wisconsin.gov), a phone number, and help desk hours. A 'Need help?' section also provides contact details and a 'Help' button.

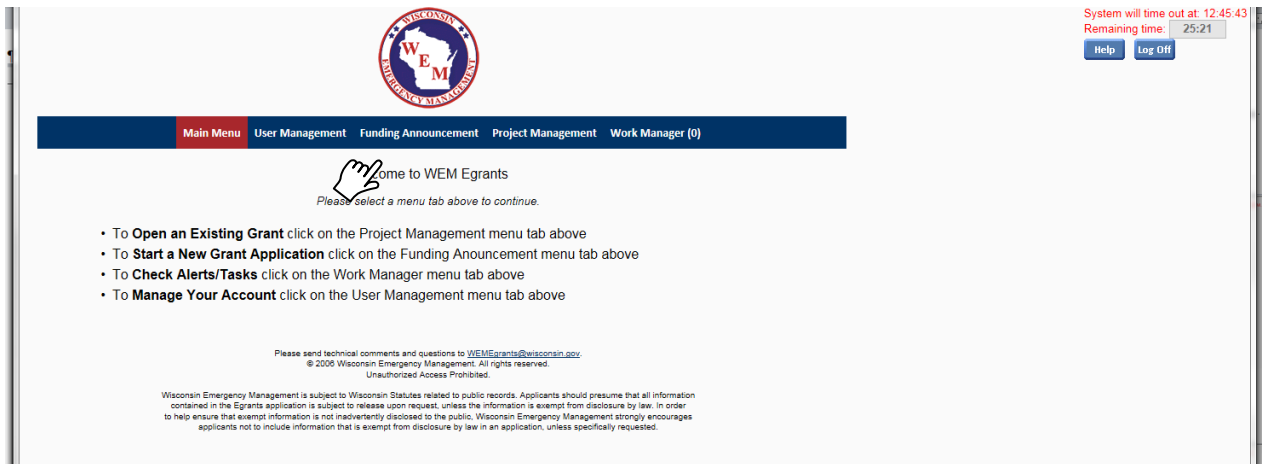
## Welcome to WEM Egrants!

The screenshot shows the welcome page for the Wisconsin Department of Military Affairs Division of Emergency Management Egrants system. The page has a blue header with the department's name and logo. A top navigation bar contains links for Main Menu, User Management, Funding Announcement, Project Management, and Work Manager (0). The main content area is titled 'Welcome to WEM Egrants' and includes a message: 'Please select a menu tab above to continue.' Below this, a list of instructions is provided: 'To Open an Existing Grant click on the Project Management menu tab above', 'To Start a New Grant Application click on the Funding Announcement menu tab above', 'To Check Alerts/Tasks click on the Work Manager menu tab above', and 'To Manage Your Account click on the User Management menu tab above'. At the bottom, there is a footer with contact information, a copyright notice, and a disclaimer about the system's subject to Wisconsin Statutes related to public records.

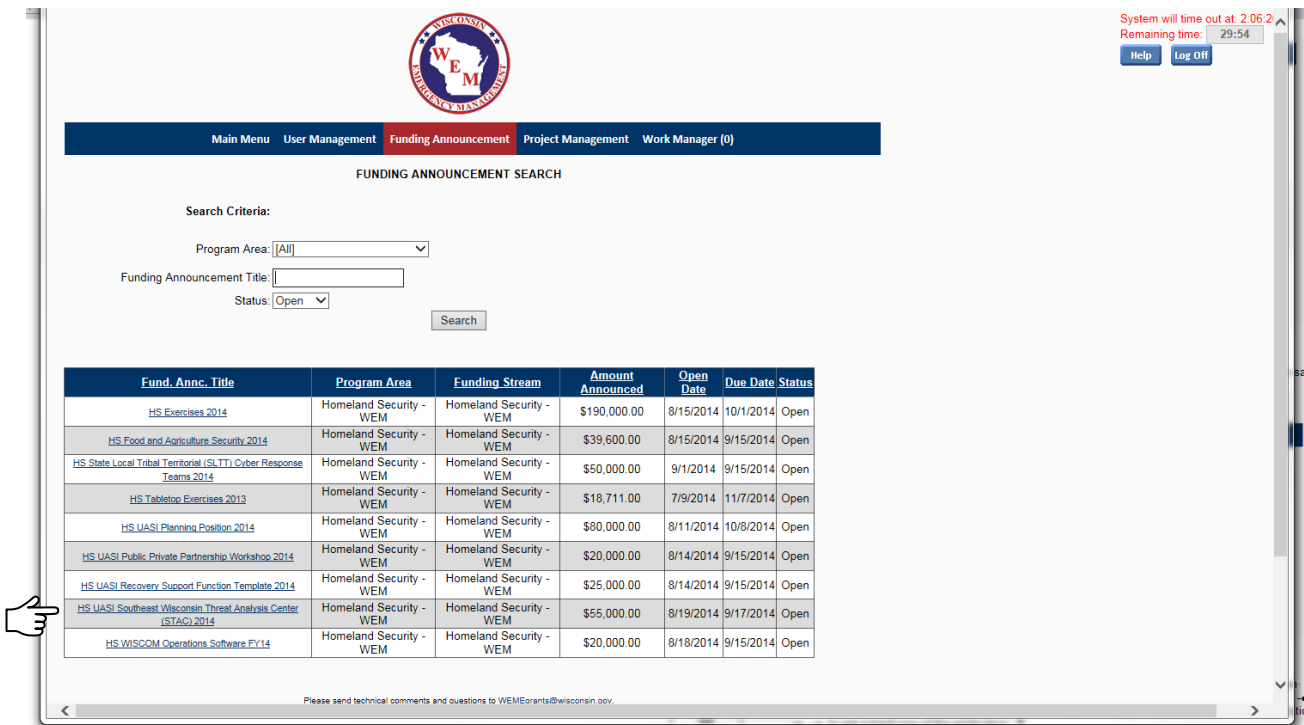
### 3.) Filling out an Application.

An agency can apply for grant funds from WEM by completing an application in response to a Funding Announcement. The process of finding available funding announcements and completing an application on Egrants is described here.

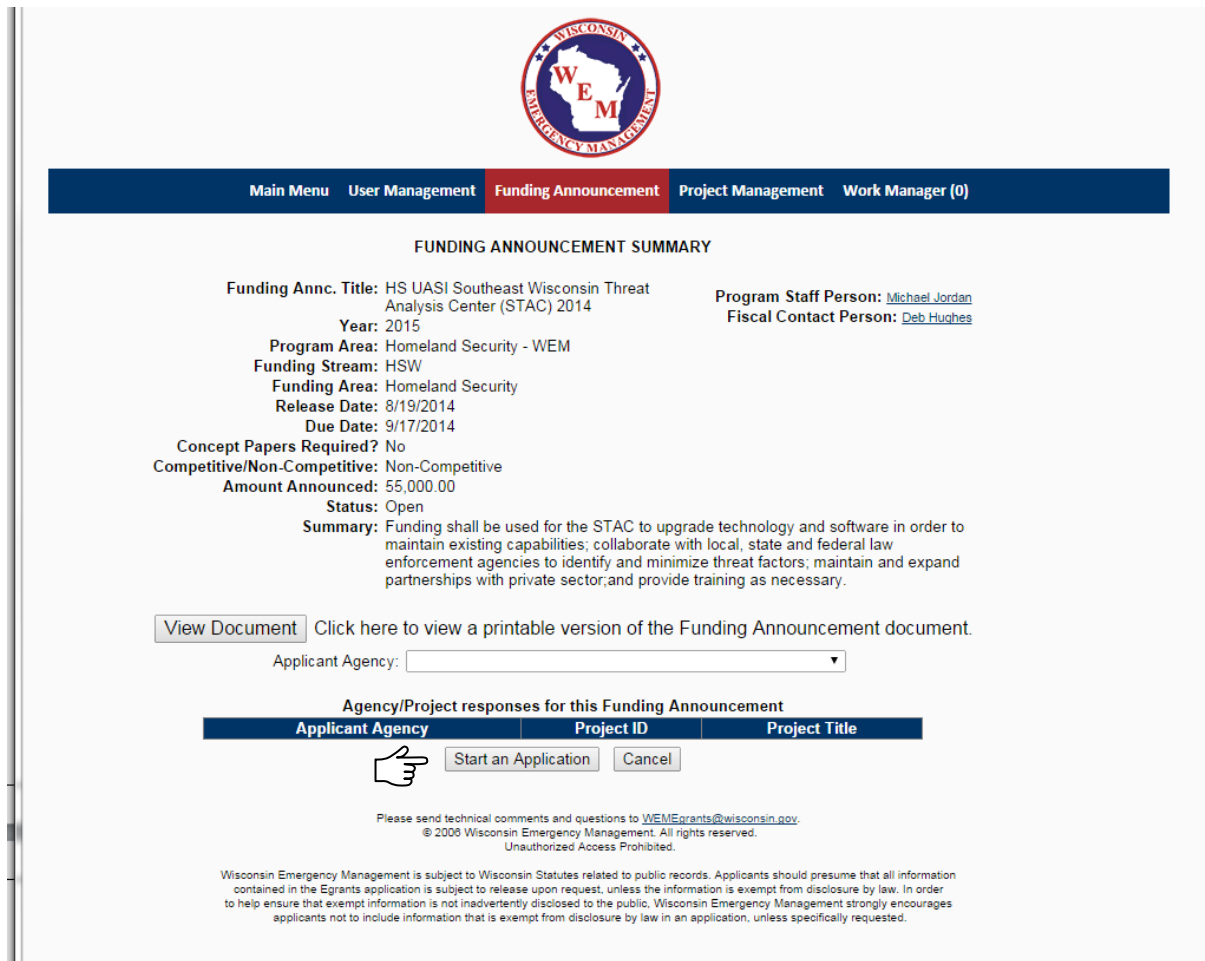
a.) Click on the “Funding Announcement” tab.




b.) Select the appropriate Funding Announcement (FA) by clicking on the FA title hyperlink.



c.) The Funding Announcement Summary for your selection will appear. Click on the “Start an Application” button to begin an application.





Main Menu   User Management   **Funding Announcement**   Project Management   Work Manager (0)


### FUNDING ANNOUNCEMENT SUMMARY

**Funding Annc. Title:** HS UASI Southeast Wisconsin Threat Analysis Center (STAC) 2014      **Program Staff Person:** [Michael Jordan](#)  
**Year:** 2015      **Fiscal Contact Person:** [Deb Hughes](#)  
**Program Area:** Homeland Security - WEM  
**Funding Stream:** HSW  
**Funding Area:** Homeland Security  
**Release Date:** 8/19/2014  
**Due Date:** 9/17/2014  
**Concept Papers Required?** No  
**Competitive/Non-Competitive:** Non-Competitive  
**Amount Announced:** 55,000.00  
**Status:** Open  
**Summary:** Funding shall be used for the STAC to upgrade technology and software in order to maintain existing capabilities; collaborate with local, state and federal law enforcement agencies to identify and minimize threat factors; maintain and expand partnerships with private sector; and provide training as necessary.

[View Document](#) Click here to view a printable version of the Funding Announcement document.

Applicant Agency:

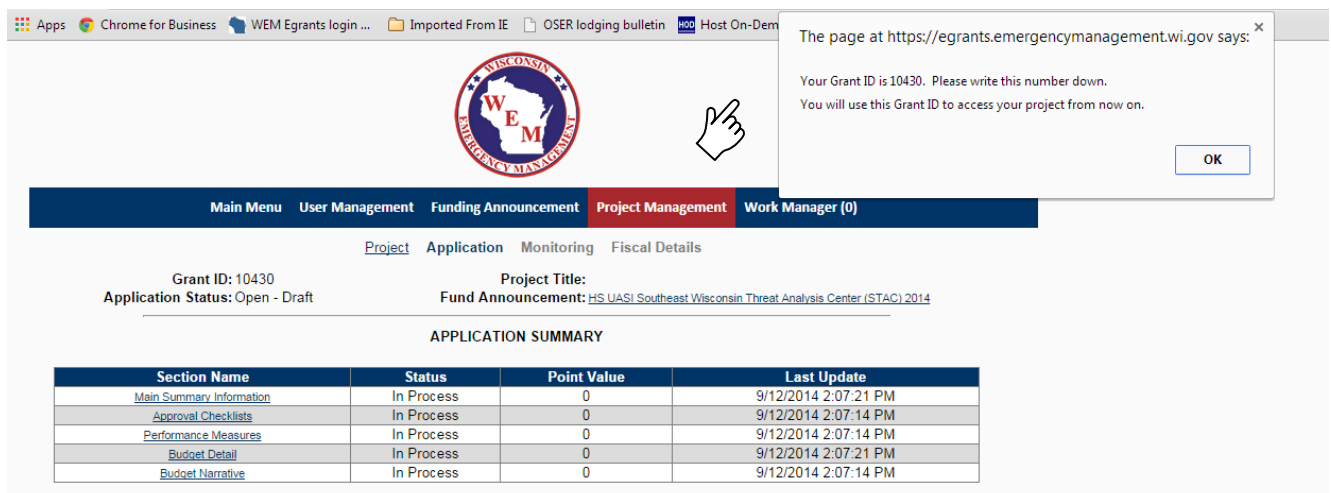
### Agency/Project responses for this Funding Announcement


Applicant Agency	Project ID	Project Title
 <a href="#">Start an Application</a> <a href="#">Cancel</a>		

Please send technical comments and questions to [WEMEgrants@wisconsin.gov](mailto:WEMEgrants@wisconsin.gov).  
 © 2009 Wisconsin Emergency Management. All rights reserved.  
 Unauthorized Access Prohibited.

Wisconsin Emergency Management is subject to Wisconsin Statutes related to public records. Applicants should presume that all information contained in the Egrants application is subject to release upon request, unless the information is exempt from disclosure by law. In order to help ensure that exempt information is not inadvertently disclosed to the public, Wisconsin Emergency Management strongly encourages applicants not to include information that is exempt from disclosure by law in an application, unless specifically requested.

d.) A pop up window will give you your grant ID. **Make note of the Grant ID.** You will need this same Grant ID for future log-ins or to retrieve your saved application.





Main Menu   User Management   Funding Announcement   **Project Management**   Work Manager (0)

[Project](#)   [Application](#)   [Monitoring](#)   [Fiscal Details](#)

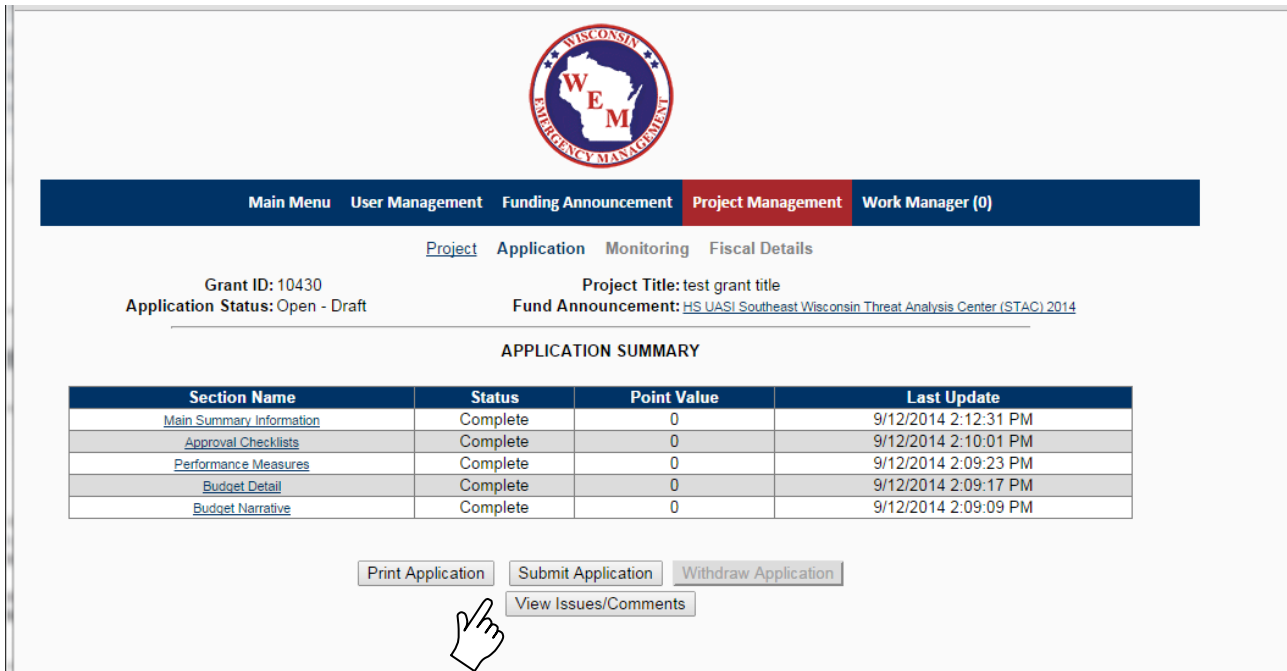
**Grant ID:** 10430      **Project Title:** HS UASI Southeast Wisconsin Threat Analysis Center (STAC) 2014  
**Application Status:** Open - Draft      **Fund Announcement:** [HS UASI Southeast Wisconsin Threat Analysis Center \(STAC\) 2014](#)

### APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
<a href="#">Main Summary Information</a>	In Process	0	9/12/2014 2:07:21 PM
<a href="#">Approval Checklists</a>	In Process	0	9/12/2014 2:07:14 PM
<a href="#">Performance Measures</a>	In Process	0	9/12/2014 2:07:14 PM
<a href="#">Budget Detail</a>	In Process	0	9/12/2014 2:07:21 PM
<a href="#">Budget Narrative</a>	In Process	0	9/12/2014 2:07:14 PM

e.) Click on each hyperlink under the Section Name to complete the required information. When finished with each page, change the Completion Status, in the top left corner of the page from “In Process” to “Complete” then click **“Save”**. You can click Print Application at any time to print a copy of the application.

All sections must have a Status of “Complete” before you can submit your application. Click **“Submit Application”** when you have all sections marked complete and are ready to submit the application to WEM.



Section Name	Status	Point Value	Last Update
<a href="#">Main Summary Information</a>	Complete	0	9/12/2014 2:12:31 PM
<a href="#">Approval Checklists</a>	Complete	0	9/12/2014 2:10:01 PM
<a href="#">Performance Measures</a>	Complete	0	9/12/2014 2:09:23 PM
<a href="#">Budget Detail</a>	Complete	0	9/12/2014 2:09:17 PM
<a href="#">Budget Narrative</a>	Complete	0	9/12/2014 2:09:09 PM

Keep an eye on the system clock so you don't time out. If you have a large narrative that you want to type into the system you may want to do it in Word and copy and paste it into Egrants so you don't time out. Attachments are allowed in many areas.

You can change the status of each section between “in-process” and “complete” until the time the application is submitted. After it is submitted a modification is required.

See Section 5 for more information about grant modifications.

#### TIPS on completing the Main Summary Section

1.) The system will ask you to search our system first to see if the information already exists. If the correct data comes up, select it and click save.

2.) To find your Congressional, Senate, and Assembly Districts, you can click on the map to view your district.


## 4.) Reporting

Program Reports and Financial Reports are a requirement for all WEM grant awards. Due dates for these reports will be in the award document and must be kept current in order to be reimbursed for costs incurred with the project.

### Completing Program Reports:

- 1.) Log into your grant and select “Click Here to enter/update/view Quarterly Fiscal Report information or Periodic Program Report information for this grant.”

PROJECT SUMMARY

 [CLICK HERE](#) To enter/update/view Quarterly Fiscal Report information or Periodic Program Report information for this grant ([Monitoring](#) menu item).

[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Documents	Start - End Dates	Status	Action
<a href="#">Application</a>	7/1/2012 - 6/30/2014	Open - Awarded	<a href="#">Create New Modification</a>

[View Issues/Comments](#)

- 2.) To submit a Program Report, click on the “Create” button. Notice the reporting periods and due dates display in the system in addition to your grant award documents.

Program Reports

☒ **You Have Delinquent Reports...**

PDF	Reporting Period	Due Date	Report Type	Status	Submission Date	Approval Status	Entered By	Action
	7/1/2012 - 9/30/2012	10/12/2012	Quarterly	Delinquent on 10/13/2012				<a href="#">Create</a> <a href="#">Edit</a> <a href="#">View</a>
	10/1/2012 - 12/31/2012	1/12/2013	Quarterly	Not Available				<a href="#">Create</a> <a href="#">Edit</a> <a href="#">View</a>
	1/1/2013 - 3/31/2013	4/12/2013	Quarterly	Not Available				<a href="#">Create</a> <a href="#">Edit</a> <a href="#">View</a>
	4/1/2013 - 6/30/2013	7/12/2013	Quarterly	Not Available				<a href="#">Create</a> <a href="#">Edit</a> <a href="#">View</a>
	7/1/2013 - 9/30/2013	10/12/2013	Quarterly	Not Available				<a href="#">Create</a> <a href="#">Edit</a> <a href="#">View</a>
	10/1/2013 - 12/31/2013	1/12/2014	Quarterly	Not Available				<a href="#">Create</a> <a href="#">Edit</a> <a href="#">View</a>
	1/1/2014 - 3/31/2014	4/12/2014	Quarterly	Not Available				<a href="#">Create</a> <a href="#">Edit</a> <a href="#">View</a>
	4/1/2014 - 6/30/2014	7/12/2014	Final	Not Available				<a href="#">Create</a> <a href="#">Edit</a> <a href="#">View</a>

- 3.) Enter the information required for the Reporting Period listed at the top. Be sure to complete all asterisked fields and hyperlinks under the “Report Sections” box. If this is your Final Report for the grant, make sure to mark “Is this the Final Report” as Yes. When the required information is entered and any attachments are included, click “Submit”. You can also save a draft of the report and return to finish it later.

Only one Program Report can be submitted at a time. You can’t proceed to the next Program Report until the prior one is approved by WEM staff.



This Report only covers the period  
Report Start: 7/1/2012      Report End: 9/30/2012      Project Period: 7/1/2012 To 6/30/2014

PROGRAM REPORT

Report Status: Draft  
Approval Status: Pending  
Report Submission Date:  
Is the Project on Schedule? \*   
If not, please explain:

Report Due Date: 10/13/2012  
Status Updated By:

The information that you enter should relate to the reporting period displayed.

Briefly List Activities Conducted During This Period: \*

Is this the Final Report: \*   
(Make final report to close out your grant.)

Report Sections

Sections	Last Update Date	Last Updated By
Performance Measures		
Client Information		
Service Information		
<a href="#">Additional Information</a>		
<a href="#">Attachments</a>		
<a href="#">Other Standard Questions</a>		

Add New Corrective Action

Problem Description	Due Date	Status

Save as Draft   Submit   [Revise](#)   [Approve](#)   Delete   Cancel

## Completing Financial Reports:

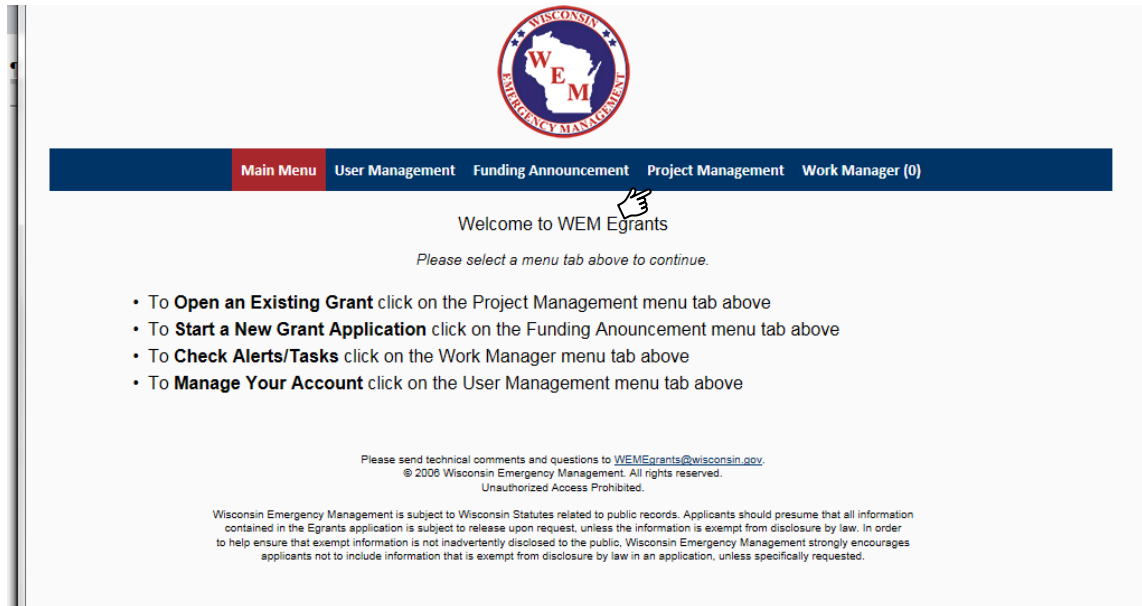
Financial Reports are not entered into Egrants, but require a G-2 form to be completed and **mailed** into WEM with original signatures of the Project Director and the Financial Officer. The G-2 form can be found at <http://emergencymanagement.wi.gov/egrants/forms.asp>. The G-2 form is used to request payment for the costs incurred for your project.

See the WEM Administrative Guide for other guidance relating to requesting reimbursement. You can find this guide on the WEM website.

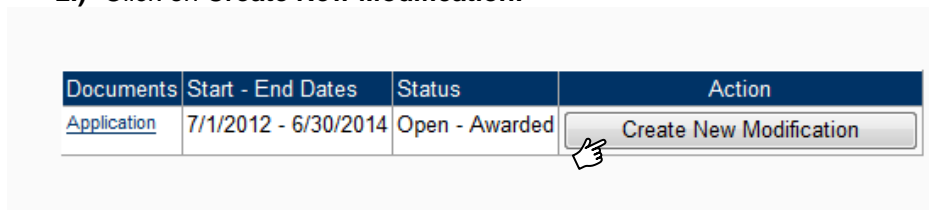
## 5.) Requesting modifications to your grant.

A modification is a request to alter the awarded grant contract.

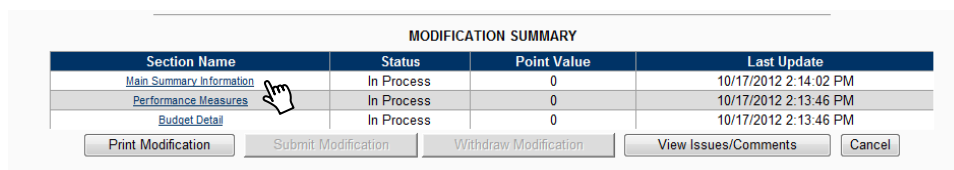
1.) Log in to Egrants and click on the “Project Management” tab. Enter your Grant ID number.



2.) Click on **Create New Modification**.



3.) Click into each section, starting with the **Main Summary Information**. Complete and save that section to enable the other sections.



### Tips for the Main Summary Section

Input the asterisked cells with the appropriate information (Submitted By, Project End Date, Project Start Date, Justification of Request). Change the Section Completion Status to “Complete” and click **Save**.

### Tips for the Budget Detail Section

If you need to request changes to the Budget Categories, select the appropriate budget category link and make the necessary changes. If you are not requesting a budget change, change the Section Completion Status to “Complete” for this section and **Save**.

Tips for the Performance Measures Section

If you need to modify the pre-established performance measures, select the appropriate measures and make the change. If no changes are necessary, change the Section Completion Status to "Complete" and **Save**.

All sections must be marked COMPLETE on the Modification Summary page to enable the **Submit Modification** button to send the requested modification to WEM. From this screen you can also print a copy of your modification.

**You will get a paper Grant Adjustment Notice in the mail if your modification is approved or will be notified if the request was denied.**

## **6.) Steps to close out your grant.**

- a.) When completing your last Program Report and G-2 Financial Form make sure to mark them as **"FINAL"**.
- b.) If Equipment was purchased with grant money, an Inventory Report is required to close out the grant. Inventory Reports can be entered where the Program Reports are entered in Egrants.